



Door-Window Replacement Submittal Guidelines

Building Permits are to be applied for using the City of Sanford online portal:

www.citizenserve.com/sanford

SUBMITTAL REQUIREMENTS

(The following paperwork shall be uploaded in .pdf format for review)

- Copy of a contract, signed by the contractor and the property owner, indicating the documented construction value of the project.
- Provide an exterior wall floor plan indicating the size, type and location of the windows/doors
 - This can be hand-drawn, but must be legible and submitted as a .pdf
- Completed Florida Product Approval Specification Form

Please Note: Florida Product Approval and corresponding installation instructions are not required to be submitted for review but must be printed out and available on site for inspections. Product approval shall match what is shown on the Specification Form.

Florida Product Approval can be found at www.floridabuilding.org.

Cut sheets from the manufacturer or product information sheets from the supplier are not acceptable. Installation instructions must be printed out from the Florida Product Approval.